

ATHLETIC TURF MAINTENANCE COORDINATOR

Purpose: Direct and coordinate athletic field maintenance and turf-maintenance programs, and serve as a snow removal compliance officer.

FUNCTIONAL AREAS:

1. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules to ensure completion of work.
 - * B. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and evaluate the work of employees.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - * F. Recommend adjustments or other actions in employee grievances.
 - * G. Disseminate and interpret instructions provided to employees through bulletins and other communications.
2. Direct and coordinate a program for athletic field and turf maintenance.
 - * A. Research, plan, develop, and maintain a program of systematic athletic field and turf maintenance.
 - * B. Organize the construction, renovation, maintenance, and repair of fields and turf areas.
 - * C. Maintain a complete systems of records regarding field and turf maintenance.
 - * D. Assist in developing and monitoring of program budget.
 - * E. Collect soil samples for analysis and interpret results in order to treat soil.
 - * F. Decide appropriate type and quantity of fertilizer and herbicide to be applied to turf.
 - * G. Perform regular inspections of irrigation systems to ensure proper working order.
 - * H. Determine when athletic events should be canceled due to inclement weather.
 - * I. Order supplies, repair parts, and materials from appropriate suppliers.
3. Enforce city-mandated snow removal ordinance for residential and commercial sidewalks.
 - * A. Perform on-site inspections of sidewalks for proper snow removal compliance.
 - * B. Coordinate snow removal with contracted personnel and submit bill for services to the appropriate residence or business.
 - * C. Maintain complete records of inspections, work complete, and billing activity.
4. Perform other related duties.
 - * A. Provide assistance to local clubs, boards, committees, organizations, and other special-interest groups regarding recreational grounds and equipment.
 - * B. Respond to citizens' inquiries, requests, and complaints.
 - * C. Operate turf equipment such as aerator, sod cutter, sprayers, turf vehicles and mowers, and athletic field equipment such as line painter and chalker.
 - * D. Operate equipment such as flushers, backhoes, dump trucks and tractors in a safe and efficient manner.
 - * E. Perform other duties as requested.

JOB REQUIREMENTS

Experience and License Requirements:

- ◆ A. Education and experience in a position of similar complexity and responsibility which demonstrates proficiency in the knowledge, skills, and abilities listed below.
- ◆ B. Possession of a valid Minnesota Class "B" commercial driver's license or equivalent by date of appointment and thereafter.

Knowledge Requirements:

- ◆ A. Knowledge of effective supervisory practices.
- ◆ B. Knowledge of methods, materials, and tools used in the maintenance and development of athletic recreational grounds.
- ◆ C. Knowledge of horticultural processes and practices related to turf maintenance.

Skill Requirements:

- ◆ A. Skill propagating turf on various recreational surfaces.
- ◆ B. Skill in developing and maintaining athletic surfaces in a manner prescribed for the specified athletic event.
- ◆ C. Skill in directing and supervising the work of subordinates.

Ability Requirements:

- ◆ A. Ability to establish and maintain effective working relationships with supervisors, employees and the general public.
- ◆ B. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of athletic playing surfaces.
- ◆ C. Ability to estimate cost for the development of turf.
- ◆ D. Ability to use hand and power tools related to the job of turf and athletic field maintenance.
- ◆ E. Ability to lift and carry supplies such as bags of grass seed and fertilizer weighing up to 50 pounds.
- ◆ F. Mechanical ability.
- ◆ G. Ability to attend work on a regular basis.
- ◆ H. Ability to obtain a Minnesota Class "A" driver's license to include a Tanker Endorsement or equivalent within one year of hire date.
- ◆ I. Ability to obtain a Class "A" and Class "E" Minnesota pesticide license within one year of hire date.

* Essential functions of the job.

- ◆ Job Requirements necessary on the first day of work.

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